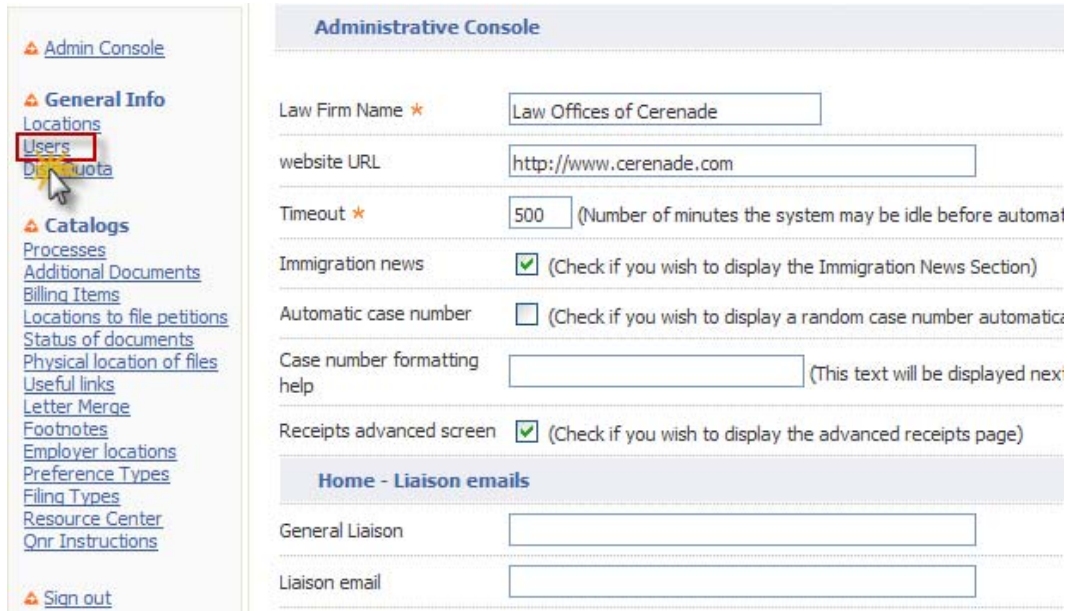























Admin Console – Updating Access Rights For Attorney/Paralegal

- 1) Login to **Admin Console** using your admin username/password.
- 2) Click on **Users** from the menu on the left side of the screen.



- 3) Under **User/Password**, click on the user/password link next to the user's name.

Active Users (Maximum 4) -							
Results - 1 to 51 of 51							Page 1
Add a user		Save Changes					
Actions	#	Name	email	Type	User/Password	Enable	
  	7	John Doe	johnd_gmail.com	attorney		<input type="checkbox"/>	
  		Peter Doe	doe_peter@aol.com	attorney		<input checked="" type="checkbox"/>	
  		Sam Adoe	samadoe30@yahoo.com	attorney		<input type="checkbox"/>	
  	7	Watest Watest	wawa26@lawfirm.com	attorney		<input checked="" type="checkbox"/>	
  		Aratest Orntest	aratest@cerenade.com	paralegal	aratest@cerenade.com/0000	<input checked="" type="checkbox"/>	
  	1	Jill Fran	jill_fran@hotmail.com	attorney		<input type="checkbox"/>	
  	7	Test Test	testtest@cerenade.com	paralegal		<input checked="" type="checkbox"/>	

4) Updating a User's Access Rights - . In this window you can do the following:

Home > Users

Active Archived

Update Access Rights for Araceli Ornelas

Username: aratest@cerenade.com

Password **A**: 0000

Confirm Password: 0000

Enable **B**:

Login between **C**: 12:00 am and 11:59 pm

Login following days **D**: Monday Tuesday Wednesday Thursday Friday Saturday Sunday

Expires on **E**: (mm/dd/yyyy)

Case File	Modules
<input checked="" type="checkbox"/> Attorneys	<input checked="" type="checkbox"/> Contacts
<input checked="" type="checkbox"/> Employers F	<input checked="" type="checkbox"/> Employers G
<input checked="" type="checkbox"/> Parties	<input checked="" type="checkbox"/> Cases
<input checked="" type="checkbox"/> Forms	<input checked="" type="checkbox"/> Reports
<input checked="" type="checkbox"/> Comments	<input checked="" type="checkbox"/> Tools
<input checked="" type="checkbox"/> Reminders	<input checked="" type="checkbox"/> Newsletters
<input checked="" type="checkbox"/> Documents	<input checked="" type="checkbox"/> efile (<input checked="" type="radio"/> My Forms <input type="radio"/> All forms)
<input checked="" type="checkbox"/> Steps	
<input checked="" type="checkbox"/> Billing	

Manage Files

Delete Files **H**

Save Changes Done Delete

- A) Change password: To change password type in the new password and confirm password.
- B) Disable the user: Uncheck the **Enable** field.
- C) Time of Day Access: In the **Login between** select the range of hours that user can have access to eimmigration.
- D) Days of Week Access: In the **Login following days** select the days of week user can access eimmigration.
- E) Access Expiration Date: In the **Expires on** set the date this account will automatically become disabled. If you leave this field blank then account is always enabled until it is manually disabled.
- F) Limit Access to Portions of a Case: In the **Case File** select which parts of a case user can access.



G) Limit Access to Parts of the System: In the **Modules** select which modules of the system user can access.

H) Limit Record Deletion: Under **Mange Files** you can allow user to delete files or not.

NOTE: make sure you click **Save Changes** when done.

Related Articles:

How to add, enable or disable a user:

<http://www.cerenade.com/eimmigration/AdminConsoleAddEnableDisable.pdf>

How to setup a new attorney or paralegal:

<http://www.cerenade.com/eimmigration/SetupAnAttorneyParalegal.pdf>

For more information and articles, please visit www.eimmigration.com